

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI**

Announcement Date:	July 23, 2006
Position:	Judicial Assistant to Two U.S. District Judges
Starting Salary:	JSP 9 - 11 (\$42,955 to \$51,972)
Closing Date:	Open Until Filled

POSITION SUMMARY:

This position is located in the United States District Court, Eastern District of Missouri and reports directly to two appointing U.S. District Judges. Duties include, but are not limited to assisting both Judges in administrative matters, managing both Judges' calendars, responding to attorney inquiries and serving as a liaison to the public. The position requires significant interaction with judges, chambers staff, attorneys and court staff.

JOB REQUIREMENTS:

High school graduate or the equivalent, Associates Degree and/or Paralegal Certification preferred, at least two years of general experience and four years of specialized experience. Thorough knowledge of and skill in using executive office procedures and a variety of office equipment and applications. General knowledge of court operations, functions, policies and procedures. Applicant must demonstrate excellent communication skills, both verbally and in writing. Proficiency in the use of WordPerfect and Windows and proven organizational skills. Applicant must be able to perform multiple tasks simultaneously and work well with others under pressure.

BENEFITS:

10 Paid holidays	Health Insurance Benefits (variety of plans)
13 Sick days per year accrued	Life Insurance
13 Paid Vacation days for less than 3 years of service	Long Term Care Insurance
20 Paid Vacation days for 3 to 15 years of service	Flexible Benefits
26 paid Vacation days 15 or more years of service	Federal Employee Retirement Plan
Family Medical Leave Act Provisions	Thrift Savings Plan with Investment Options

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

HOW TO APPLY:

Submit Resume with cover letter to:	United States District Court Eastern District of Missouri Attn: Jeanne Pattrin (DJA-06) 111 So. Tenth Street, Room 3.300 St. Louis, MO 63102
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